

## **LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS JOB DESCRIPTION**

**Job Title:** WOCTEP Health Advisor  
**Waganakising Odawa Career and Technical Education  
Program**  
**Department:** Education  
**Reports to:** Project Director  
**Status:** Non-Exempt  
**Salary:** \$15.13 to \$20.47 per hr. / (\$31,475 - \$42,584) Annual  
**Level:** 4  
**Term of Position:** **Grant funded position: end December 31, 2015**  
**Posted:** **July 1, 2015**  
**Closed:** **July 22, 2015**

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### **SUMMARY**

The overall responsibility of the WOCTEP Health Advisor will be to support the goals and objectives of the WOCTEP grant. Main duties of Health Advisor: Ensure that WOCTEP students receive support necessary to successfully complete his/her WOCTEP health certificate and to assist with successful placement into the workforce.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, other duties may be assigned.

- Will assist in the recruitment, student centered advising, enrollment and tracking of WOCTEP health program students.
- Will research and know WOCTEP health programs, courses and instructors.
- Will present WOCTEP program information to college classes, LTBB and community events, college night and other assigned events.
- Will serve as health programs liaison to college staff, partnering community resources and appropriate industry and employer representatives that can provide career training and employment opportunities to students.
- Will serve on the WOCTEP “Steering Collaborative” and health program advising committees to help guide and advise the career and technical education and training program.
- Will calculate student stipend and direct assistance, following grant guidelines.
- Will assist students in the online registration of WOCTEP college courses and the Free Application for Federal Student Aid (FAFSA).
- Will work with the LTBB Higher Education Specialist in serving LTBB WOCTEP students.

- Will read and comply with FERPA (Family Educational Rights and Privacy Act) laws ensuring student privacy and proper record keeping.
- Communicate with college health instructors to purchase and inventory medical training equipment. Maintains multiple offices as necessary and travels between them.
- Will work on campus at North Central Michigan College WOCTEP office.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in academic or career advising, psychology, counseling, social work or marketing, with two years of related degree work experience preferred. Associates Degree and two years experience in academic/career advising, financial aid advising or career and technical education advising, and/or working directly with higher education student populations may be considered. Candidates completing or enrolling in his/her final semester of an Associate Degree program may also be considered in combination with the preferred work experience listed above.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following: Self starter, customer service oriented, adapt to diverse student populations; patience, compassion and willingness to find solutions for students; contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; refer to set grant goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance;

## **LANGUAGE SKILLS**

The candidate must enjoy public speaking and be comfortable presenting to large audiences regularly. The ability to read, analyze and interpret educational periodicals, professional journals, technical procedures and governmental regulations; the ability to write reports, invitations, flyers, brochures and business correspondence, curriculum and instructional materials as well as procedural manuals; and the ability to effectively present information to group settings.

## **REASONING ABILITY**

The candidate should possess the ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists and the ability to interpret a variety of instructions in written, oral, diagram or schedule form.

## **COMPUTER SKILLS**

High level of competency with various software packages, including Microsoft Office: Excel & Access, desktop publishing, website development tools and social media.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None required

## **COMMENTS**

Indian preference will apply.